

Minutes of the Regular Board Meeting of the Urban Redevelopment Authority of Pittsburgh,
Wherrett Memorial Room, 13th Floor, John P. Robins Civic Building, 200 Ross Street

September 12, 2019 – 2:00 P.M., E.S.T.

Members Present: Williamson, Powell, Hirsh, Gainey, Lavelle

Members Absent: None

Staff Present: Walker, Cummings, Nuemah, Clark, Smith Perry, Kaminski, Nemani-Stanger, Link, Moses, Meier, Edwards, Mayer, Mitchell, Few, Santiago, Wrenshall, Rubinstein, Mayer, Taylor, Carter, Reed, Mathews, Freedman, Reese, Saladna, Madden, Hudson, Morris, Lipscomb, Davidson, Reitzell, Bohince and Schacht.

Mr. Williamson called the Meeting to order and declared a quorum present.

1. General

a. Approval of the Minutes of the Regular Board Meeting of August 8, 2019.

2. Mr. Williamson announced the retirement of Terry Reed, of the Finance Department.

3. Mr. Williamson opened the floor for public comments:

a. Celeste Scott, of Pittsburgh United, was present. Ms. Scott spoke about the amendments proposed for the Housing Opportunity Fund.

b. Ronell Guy, of Landless Peoples Alliance, was present. Ms. Guy thanked the Board for implementing programs provided by Housing Opportunity Fund to individuals who have the most need. She suggested more creation of how public land is given away, and how a community partner that is being financed by HOF should have the right of first refusal, so when the projects are completed the land can be returned to the community.

c. Joanna Deming, Executive Director, of Fineview Perry Hilltop Citizens Council. Ms. Deming thanked the Board for the modifications to protect individuals with the lowest incomes. She is concerned about the legislation being presented. She stated that most of her neighborhood residents are under the 50% AMI. She stated that the resident's needs are being met by the HOF programs.

d. Danielle Robinson, Real Estate Agent, was present. Ms. Robinson stated that she has been working very closely with the Urban League and with Neighbor Works in assisting individuals to meet the HOF requirements. She stated that she teaches the real estate portion, so that individuals know what to expect from an agent closing utilizing program.

- e. Mark Masterson, Executive Director, of the Northside Community Development Fund and the HOF Advisory Board, was present. Mr. Masterson stated that more money can be found to help folks in need.
- f. Dave Breingan, Executive Director, of Lawrenceville United, was present. Mr. Breingan stated that the HOF can provide the Lawrenceville community access to funding that otherwise they would not be able to. He stated that they currently have twenty older homeowners that are below 50% AMI that need home repairs.
- g. Carol Hardeman, of the Hill District Consensus Group, was present. Ms. Hardeman thanked Mr. Lavelle and the Mayor's Office for their hard work. She believes that the HOF can move forward. She stated that there are houses that do not qualify as far as subsidies because of repairs that are needed.
- h. Mr. Lavelle stated that there was no intent to take away monies for folks at 30% AMI and help the folks at 115% AMI.
- i. Mr. Williamson stated that the Authority does not have the ability to make changes to City Legislation. He stated that the Authority is the custodian of the HOF funding.

4. RFP's, RFQ's and Bids

- a. Request for proposals (RFP) for the former Hazelwood Library.
- b. Request for proposals (RFP) for LandCare Services for URA-owned properties.
- c. Request for proposals (RFP) for Construction Management/Construction inspection Services for the Construction of Village Green and Larimer Park Improvements.
- d. Request for bids for Beechview Exterior Canopy construction at 1632 Broadway Avenue (Taco Stand) in Beechview.
- e. Request for qualifications (RFQ) from firms to conduct research and make policy and regulatory recommendations related to economic development as part of future neighborhood plans.
- f. Request for qualifications (RFQ) from firms to conduct research and make policy and regulatory recommendations related to urban design as part of future neighborhood plans.

5. Announcements

- a. Oakland Affordable Living Ribbon Cutting Ceremony was held on August 27, 2019.
- b. Habitat for Humanity closed on September 4, 2019 on two vacant single-family structures in Larimer that will be renovated for affordable Veterans' housing
- c. Centre Avenue request for qualifications (RFQ) Site Tour #2 will be held on September 24, 2019 from 9:00 AM to 12:00 PM;
 - Meet at the corner of Centre Avenue and Elmore Street
 - Structures in the RFQ will be made available to tour
- d. South Beatty request for proposals (RFP) Community Meeting will be held on September 26, 2019, at Eastminster Presbyterian Church from 6:00 PM to 8:30 PM.
- e. NIF Reminders
 - Application to the Neighborhood Initiatives Fund (NIF) grant program are due on October 1, 2019.
 - Webinar presentation and FAQs are available at:
<https://www.ura.org/pages/neighborhood-initiatives-fund>
- f. Real Estate Dashboard – Real Estate Impact Briefing.
- h. CIE Dashboard – Center for Innovation and Entrepreneurship Impact Briefing.
- g. Housing / HOF Monthly Dashboard – Affordable Housing Impact Briefing.

6. Presentation of Small Landlord Fund Guidelines for Review.

Ms. Walker requested Board approval of the above item.

Ms. Jessica Smith Perry, Housing Opportunity Fund Director presented that in the City of Pittsburgh, there is an extreme need for affordable rental housing units. Currently, HACP administers a Housing Choice Voucher (HCV) Program (also known as Section 8). Through the HCV program, HACP provides low-income households housing assistance vouchers. These households can utilize these vouchers to rent privately owned rental units. The households pay 30% of their monthly income for rent and utilities. HACP then pays the difference between the monthly rent and the 30% of the household's income to the landlord so that the landlord receives the entire month's rent for the subsidized unit. The HCV program is a federally funded program and is a great resource to provide affordable housing; however, within the City of Pittsburgh,

approximately 70% of households issued an HCV are unable to use the assistance because they cannot secure a private market unit within the 120 days regulated by program rules.

The proposed Small Landlord Fund will provide financing to landlords of 1 to 5-unit buildings. The loan financing will be capped at \$20,000 per unit and a maximum of \$60,000 per apartment building. The program will have a maximum loan term of ten-years, but a five-year term is encouraged for loans with debt coverage ratios higher than 1.2. The landlord must agree to an affordability period and accept a deed restriction for affordability for the length of the loan. The intent of the fund is to encourage landlords to complete renovation work necessary to pass HACP Section 8 Housing Quality Standard (HQS) inspections. It is anticipated that though loan financing is capped at \$20,000 per unit, the average loan will be \$10,000 per unit.

The Authority has received a term sheet from PNC Program Related Investment in the amount of \$500,000 to capitalize the Fund. Additionally, the Authority recently applied to the Pennsylvania Department of Community & Economic Development's Keystone Communities program for a \$250,000 grant.

Ms. Hirsh asked about the five year term. Ms. Smith Perry answered that a five year term is the most feasible for small loan amounts.

7. Housing Stabilization Program

- a. Amendment of Agreements with the following four non-profit program administrators to increase their existing contracts as shown below:
 - i. Macedonia Family and Community Enrichment Center (Macedonia Face) for an increase of \$105,000 for a total amount of \$210,000 with an administrative waiver of Program Guidelines
 - ii. Mercy Life Center Corporation (Pittsburgh Mercy) for an increase of \$200,000 for a total amount of \$400,000 with an administrative waiver of Program Guidelines
 - iii. Urban League of Greater Pittsburgh for an increase of \$200,000 with a total amount of \$400,000 with an administrative waiver of Program Guidelines
 - iv. Young Womens Christian Association (YWCA) of Pittsburgh for an increase of \$105,000 for a total amount of \$210,000 with an administrative waiver of Program Guidelines
- b. Agreement with United Way of Southwestern Pennsylvania in the amount of \$9,000 to provide coordinated entry for the Housing Stabilization Program

Ms. Walker requested Board approval of the above items.

Ms. Smith Perry presented that authorization is requested to enter into the above-mentioned contract amendments with four non-profits to serve as program administrators for the Housing Stabilization Program (HSP). The Housing Stabilization Program (HSP) is a housing crisis prevention program designed to promote the economic independence of renters experiencing a temporary, non-recurring crisis by providing limited, short-term financial assistance to help them access and/or maintain safe, stable, and affordable permanent housing. Tenants who utilize the program must have annual household incomes less than 50% of the Area Median Income

The above listed Program Administrators have been administering the HSP since July 2019. To date, 50 households have been helped through the program. At the current rate of delivery, the original contracts will be fully expended in approximately four months. In order for the Program Administrators to hire the staff needed to successfully execute the program, they need to know that the program will continue after four months. Therefore, they have requested contract amendments to continue to operate the program with the 2019 funds.

The URA will enter into contract amendments with the Program Administrators and reimburse them for costs incurred on a per household basis. Once Program Administrators are awarded a contract, households/applicants will be referred to the program through the United Way's 211 Hotline.

The total amount in the Housing Stabilization Program line item for the 2018 allocation plan was \$750,000 and the total HSP amount in the 2019 allocation plan is \$800,000. These contract amendments will allow the program to continue operating without a temporary hiatus or delay. There will be some funds remaining in the 2019 allocation to make additional amendments if necessary.

Administrative waivers of HSP Program Guidelines are being requested to allow the Program Administrators to receive more than 10% in overhead / operating costs. The current Program Guidelines only allow for 10% to go towards the HSP Program Providers administration and that is not enough to cover even one part-time staff person. Approval is being requested to allow up to 25% in overhead / operating costs.

Additionally, authorization is requested to enter into an agreement / contract in the amount of \$9,000 with United Way to provide coordinated entry services for the program. After operating the program for several months, the Program Administrators have requested a coordinated entry into the program in order to reduce the number of calls that the Program Administrators need to field. Additionally, the United Way can make referrals to other programs if the HSP program is not a fit for a particular client.

The awards are:

Macedonia Family and Consulting Enrichment Center (Macedonia Face) – amend up to \$210,000 : Macedonia Family and Community Enrichment Center (FACE) began as the social outreach arm of Macedonia Church of Pittsburgh in 1994. More than 20 years later, the organization is still strengthening and empowering families in the Hill District community. Macedonia FACE is one of two contracted county-wide providers of the Department of Human Services’ Family and Community Teaming program in Allegheny County. The Executive Director of Macedonia Face is Trisha Gaskins (412-281-2573). Their offices are located at 1835 Centre Avenue, Suite #285, Pittsburgh, PA 15219.

Mercy Life Center Corporation (Pittsburgh Mercy) – amend up to \$400,000: Pittsburgh Mercy is a person-centered, population-based, trauma-informed community health and wellness provider. They currently operate six permanent supportive, four rapid, and two homeless prevention projects. Through the Housing Stabilization Program, Pittsburgh Mercy will service households underneath 50% AMI but will focus on households underneath 30% AMI. The President and Chief Executive Officer of Pittsburgh Mercy is Tony Beltran (877-637-2924). The offices are located at 1200 Reedsdale Street, Pittsburgh, PA 15233.

Urban League of Greater Pittsburgh – amend up to \$400,000: The Urban League of Greater Pittsburgh is a comprehensive social service/civil rights organization in Southwestern Pennsylvania. The Urban League has extensive experience working with diverse populations and currently operates numerous programs including a rental assistance program and Children, Youth, and Family services programs. Through the Housing Stabilization Program, the Urban League will service households above 30% AMI but below 50% AMI. The President of the Urban League of Greater Pittsburgh is Esther Bush (412-227-4802). The offices are located at 610 Wood Street, Pittsburgh, PA 15222.

Young Womens Christian Association (YMCA) of Pittsburgh – amend up to \$210,000: YWCA Greater Pittsburgh is a 150+ year-old organization dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all. They currently run four supportive housing programs. Through the Housing Stabilization Program, the YWCA will service households underneath 50% AMI but will focus on households underneath 30% AMI. The offices are located at 305 Wood Street., Pittsburgh, PA 15222.

United Way of Southwestern Pennsylvania - \$9,000: United Way of Southwestern Pennsylvania (UWSWPA) runs the 2-1-1 call center which is a 24 hour call center that provides access to resources. Housing services (shelter, rent payment, security deposits, issues with landlords and more) are always one of the top three service requests of 2-1-1. Therefore, the UWSWPA will serve as the source for coordinated entry for the HSP program. The President and CEO of UWSWPA is Bobbi Watt Geer.

HOF Advisory Board Review:

Approved at the HOF Advisory Board Meeting on
September 5, 2019

M/WBE Review Committee Status: Total per household project costs will be less than \$250,000; therefore, this program is not subject to the URA's M/WBE review process. All program administrators are still encouraged to make good faith efforts to be inclusive and equitable with their hiring practices.

Julie DeSeyn, of the United Way of Southwestern Pennsylvania, was present. Ms. DeSeyn stated that the 211 number will be available 24/7. She stated that their top screened calls are housing inquiries. She stated that they are regional and cover sixty percent of the State of Pennsylvania. She stated that for those who call in and are not eligible for this program, they will provide them with other resources.

Richard Morris, of the Urban League, was present. Mr. Morris stated that they have exceeded their capacity and this funding will provide many folks who need assistance.

Marjorie Lennox, of the YWCA, is present. Ms. Lennox stated that their program is in high demand. She stated that they receive a large volume of calls for assistance on a daily basis.

Ms. Powell asked if we can refer individuals to the right resources if Authority programs are not the right ones. Ms. Smith Perry answered that individuals will be calling the 211 line. The operators have the knowledge to refer individuals to the right resources.

Upon a motion to approve by Mr. Gainey, seconded by Ms. Hirsh, the following resolutions were adopted by those present, except Ms. Powell, who abstained:

RESOLUTION NO. 226 (2019)

RESOLVED: That an amendment of the Agreement with Macedonia Family and Community Enrichment Center (Macedonia Face) to continue to serve as a program administrator for the Housing Stabilization Program (HSP), for an increase of up to \$105,000, for a total Agreement amount not to exceed \$210,000, payable from the Housing Opportunity Fund Housing Stabilization Program is hereby approved, and the Executive Director, Interim Executive Director, Deputy Director, Interim Deputy Director and/or Chief Financial Officer, on behalf of the Authority, is hereby authorized to execute an amendment therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto; and it is;

RESOLVED FURTHER: That a waiver of the Housing Stabilization Program Administrative guidelines to allow the Program Administrator to receive more than 10% in overhead / operating costs is hereby approved.

RESOLUTION NO. 227 (2019)

RESOLVED: That an amendment of the Agreement with Mercy Life Center Corporation (Pittsburgh Mercy) to continue to serve as a program administrator for the Housing Stabilization Program (HSP), for an increase of up to \$200,000, for a total Agreement amount not to exceed \$400,000, payable from the Housing Opportunity Fund Housing Stabilization Program is hereby approved, and the Executive Director, Interim Executive Director, Deputy Director, Interim Deputy Director and/or Chief Financial Officer, on behalf of the Authority, is hereby authorized to execute an amendment therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto; and it is

RESOLVED FURTHER: That a waiver of the Housing Stabilization Program Administrative guidelines to allow the Program Administrator to receive more than 10% in overhead / operating costs is hereby approved.

RESOLUTION NO. 228 (2019)

RESOLVED: That an amendment of the Agreement with Urban League of Greater Pittsburgh to continue to serve as a program administrator for the Housing Stabilization Program (HSP), for an increase of up to \$200,000, for a total Agreement amount not to exceed \$400,000, payable from the Housing Opportunity Fund Housing Stabilization Program is hereby approved, and the Executive Director, Interim Executive Director, Deputy Director, Interim Deputy Director and/or Chief Financial Officer, on behalf of the Authority, is hereby authorized to execute an amendment therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto; and it is

RESOLVED FURTHER: That a waiver of the Housing Stabilization Program Administrative guidelines to allow the Program Administrator to receive more than 10% in overhead / operating costs is hereby approved.

RESOLUTION NO. 229 (2019)

RESOLVED: That an amendment of the Agreement with Young Womens Christian Association (YWCA) of Pittsburgh to continue to serve as a program administrator for the Housing Stabilization Program (HSP), for an increase of up to \$105,000, for a total Agreement amount not to exceed \$210,000, payable from the Housing Opportunity Fund Housing Stabilization Program is hereby approved, and the Executive Director, Interim Executive Director, Deputy Director, Interim Deputy Director and/or Chief Financial Officer, on behalf of the Authority, is hereby authorized to execute an amendment therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto; and it is

RESOLVED FURTHER: That a waiver of the Housing Stabilization Program Administrative guidelines to allow the Program Administrator to receive more than 10% in overhead / operating costs is hereby approved.

RESOLUTION NO.230 (2019)

RESOLVED: That an agreement with United Way of Southwestern Pennsylvania to provide coordinated entry for the Housing Stabilization Program, in the amount of \$9,000, payable from the Housing Opportunity Fund Housing Stabilization Program, is hereby approved, and the Executive Director, Interim Executive Director, Deputy Director, Interim Deputy Director and/or Chief Financial Officer, on behalf of the Authority, is hereby authorized to execute an agreement and related documents therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

8. HOF/ Consumer Programs Community Outreach and Marketing Services

a. Approval to add the following community organizations and firms to a slate of consultants to provide community outreach and marketing services as needed:

- i. Hilltop Alliance;
- ii. I.T's 4 ME;
- iii. Bynums Marketing and Communications, Inc.;
- iv. E HOLDINGS Inc.;
- v. ULEAD L.L.C.;
- vi. Pittsburgh United;
- vii. Perry Media Group;
- viii. Keith & Co.

Ms. Walker requested Board approval of the above items.

Ms. Smith Perry presented that on August 2, 2019, the URA's Housing Opportunity Fund (HOF) Department issued a Request for Qualifications (RFQ) for companies to perform community outreach and marketing services for the Housing Opportunity fund and consumer-based housing programs. The responses were due on August 27, 2019. The URA received nine responses or which one response was incomplete. The remaining eight responses are listed above. The respondents include both non-profit and for-profit organizations. The respondents will be added to a slate of consultants that may be used for future community outreach and marketing needs. The consultants will remain on the slate for three years.

Firm/Organization	Address	Owner Name and/or Contact	Non-profit or MWBE?
Bynum's Marketing and Communications, Inc.	301 Grant St #4300 Pittsburgh, PA 15219	Kathy Bynum, Vice President	MWBE
E. Holdings, Inc.	1801 Centre Ave, Pittsburgh, PA 15219	Irv Williams / Janai Smith Williams	MWBE
Hilltop Alliance	831 East Warrington Avenue Pittsburgh, PA 15210	Aaron Sukenik, Executive Director	Nonprofit
I.T's 4 ME	1680 Relative Drive Verona, PA, 15147	Taylor Ford	MWBE
Keith & Co.	124 S. Highland Ave. Pittsburgh, PA 15206	Keith Knueven, Owner	MWBE
Perry Media Group	606 Liberty Ave. Pittsburgh, PA 15222	Marcia Perry Dix, Founder	MWBE
Pittsburgh United	841 California Ave. Pittsburgh, PA 15212	Jennifer Rafanan Kennedy, Executive Director	Nonprofit
ULEAD L.L.C	1134 Mellon Street Pittsburgh, PA 15206	Bridget Bethea	MWBE

Mr. Gainey asked how the list of firms had been discovered. Ms. Smith Perry answered through a solicitation on the Authority's website, public email and distributions lists.

Upon a motion to approve by Mr. Gainey, seconded by Mr. Lavelle, the following resolution was adopted by those present, except Ms. Hirsh and Mr. Williamson, who abstained:

RESOLUTION NO. 231 (2019)

RESOLVED: That the addition of the following community organizations and firms to a slate of consultants to provide community outreach and marketing services as needed is hereby approved:

- i Hilltop Alliance;
- ii. I.T's 4 ME;
- iii Bynums Marketing and Communications, Inc.;
- iv. E HOLDINGS Inc.;
- v. ULEAD L.L.C.;
- vi. Pittsburgh United;
- vii. Perry Media Group;
- viii. Keith & Co.

9. Larimer - Choice Neighborhood Homeowner Assistance Program (CNHAP)

- a. Amendment of the Choice Neighborhood Homeowner Assistance Program (CNHAP) Program Guidelines for the Larimer Choice Neighborhood Phase II Program Area.

Ms. Walker requested Board approval of the above item.

Mr. Tom Cummings, Director of Housing presented that authorization is requested to amend the Choice Neighborhood Homeowner Assistance Program (CNHAP) guidelines to increase the maximum grant amount to \$15,000 (from \$12,500). In November 2018, pursuant to Resolution 399 (2018) the Authority Board adopted the CNHAP Guidelines for the Larimer Choice Neighborhood Phase II Program Area. In April 2019, pursuant to Resolution 98 (2019) the Authority Board approved the expansion of the CNHAP Phase II eligible area to include an additional 15 properties.

CNHAP is a component of the Neighborhood portion of the Larimer Choice Neighborhood Initiative (CNI) grant. The CNHAP program helps Larimer owner occupants rehabilitate the façade of their homes. The program is helping to stabilize many of the residential streets within the CNI boundary area and to enable the long-time residents of Larimer to improve their homes and enhance the equity value in their homes.

Currently under the CNHAP Phase II program, owner-occupants are eligible for up to \$12,500 in CNI grant funds. Once a property is inspected by URA's Engineering and Construction (E & C) staff, the URA sends the Scope of Work to qualify general contractors to provide bids. Most of the initial bids received under the Phase II CNHAP program are exceeding \$12,500. The current request is to increase the CNI CNHAP grant amount to \$15,000. Other sources of financing include Federal Home Loan Bank (Pittsburgh & Cincinnati) funds and Housing Opportunity Fund (HOF) Housing Assistance Program (HAP) grants/loans. However, not all owners qualify for these additional sources based on program requirements. CNI funds allocated to Phase II is \$500,000 and, to date, URA has received 32 applications. The CNI funds must be expended by September 30, 2020.

There was no discussion among the Members.

Upon a motion to approve by Mr. Gainey, seconded by Mr. Lavelle, and unanimously carried, the following resolution was adopted:

RESOLUTION NO. 232 (2019)

RESOLVED: That an amendment of the Choice Neighborhood Homeowner Assistance Program (CNHAP) Program Guidelines for the Larimer Choice Neighborhood Phase II Program Area to increase the maximum grant amount from \$12,500 to \$15,000 is hereby approved.

10. Intergovernmental Cooperation Agreement with the Housing Authority of the City of Pittsburgh to Perform Development Services - Larimer/East Liberty Choice Neighborhoods

Ms. Walker requested Board approval of the above item.

Mr. Cummings presented that authorization is requested to enter into the above mentioned agreement for the development of the three (3) affordable rental units.

In 2014, the Housing Authority of the City of Pittsburgh (HACP) was awarded \$30,000,000 under a Choice Neighborhoods Implementation Grant (CNIG) with the U.S. Department of Housing and Urban Development (HUD) to create public housing and/or assisted housing sites in the Larimer/East Liberty neighborhoods. The CNIG requires HACP to complete 334 replacement units. To date 235 units of mixed income housing have been developed and placed in service by HACP in two (2) CNIG phases through its housing development partner McCormack Baron Salazar (MBS). An additional 12 scattered site units have been developed in a turn-key approach by East Liberty Development Incorporated (ELDI) and sold to HACP. HACP and MBS have developed plans for CNIG phases 3 and 4 to include 42 units in each phase. Phase 4 has received an allocation of Low Income Housing Tax Credits (LIHTC) and will commence construction in early 2020. HACP and MBS will apply to the Pennsylvania Housing Finance Agency (PHFA) for LIHTC's in the upcoming fall, 2019 round. In total, 331 replacement housing units will have been accounted for in the above described projects.

HACP has approached the Authority to act as developer for the three (3) remaining replacement units to fulfill its obligations under the CNIG; because of the desired sizes of these replacement units, MBS does not feel that they are best suited to complete and manage the units on a long-term basis. Instead, the completed units will be developed on behalf of HACP and included in HACP's inventory of scattered sites.

The Authority has proposed using its housing development affiliate, the Pittsburgh Housing Development Corporation (PHDC), to develop the replacement units. As the Authority and HACP are sister governmental agencies, HACP may engage the Authority to undertake development duties without the need for procurement. As a component unit of the Authority, PHDC can assume the responsibilities delegated to the Authority. The PHDC will be responsible for all predevelopment and development activities, including property acquisition, environmental review, preparing budgets and schedules, providing project management, engaging design and construction professionals, and ultimately conveying the completed units to HACP. The total HACP cost of development for the units is not to exceed \$1 million. The PHDC will be paid an appropriate fee for their work on this development as part of the cost of the development. The identified sites are 131-133 Mayflower Street and 161-165 Auburn Street.

There was no discussion among the Members.

Upon a motion to approve by Mr. Gainey, seconded by Mr. Lavelle, and unanimously carried, the following resolution was adopted:

RESOLUTION NO.233 (2019)

RESOLVED: That an intergovernmental cooperation agreement with the Housing Authority of the City of Pittsburgh to Perform Development Services - Larimer/East Liberty Choice Neighborhoods is hereby approved, and the Executive Director, Interim Executive Director, Deputy Director, Interim Deputy Director and/or Chief Financial Officer, on behalf of the Authority, is hereby authorized to execute a cooperation agreement therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

11. Residential Façade Program – Upper Hill District

- a. Amendment of the Residential Façade Program (RFP) Program Guidelines for the Upper Hill District neighborhood to modify the program boundary

Ms. Walker requested Board approval of the above item.

Mr. Cummings presented that the Authority currently operates a Residential Façade Program ("RFP") in certain neighborhoods of the City of Pittsburgh. The program provides for dollar for dollar matching grants of up to \$5,000 for residential property owners to repair the facades of their properties. Eligible repairs include but are not limited to new windows, exterior doors, porch improvements, repointing of brick, exterior painting, etc.

The Upper Hill District is one of the eligible neighborhoods. In order to complement other anticipated development activity, to respond to resident engagement and based on discussions with the Schenley Heights Collaborative ("SHC"), the Pittsburgh Housing Development Corporation ("PHDC"), and Hill Community Development Corporation ("Hill CDC"), staff is recommending an amendment to the program boundary in this neighborhood. The expanded eligible area will include all blocks of Shawnee, Cherokee, Anaheim, Bryn Mawr, and Clarissa Streets between Iowa and Milwaukee Streets and specific blocks of Milwaukee and Camp Streets. The area surrounding the Robert E. Williams Memorial Park will be deleted from the boundary. Overall, the revised boundary area has increased by approximately 30% (from 46.5 to 60.5 acres). The suggested boundary changes were presented at a public meeting in the Upper Hill District facilitated by the SHC.

There was no discussion among the Members.

Upon a motion to approve by Mr. Lavelle, seconded by Mr. Gainey, and unanimously carried, the following resolution was adopted:

RESOLUTION NO. 234 (2019)

RESOLVED: That Amendment of the Residential Façade Program (RFP) Program Guidelines for the Upper Hill District neighborhood to modify the program boundary is hereby approved.

12. Lawrenceville – 62nd Street

- a. Execution of a Deed and any other documents necessary to effectuate the conveyance of Block 120-G, Lot 145 in the 10th Ward, to the City of Pittsburgh for \$1.00 plus costs.

Ms. Walker requested Board approval of the above item.

Mr. Nathan Clark, Real Estate Director presented that the URA purchased the 21.44-acre brownfield site situated within a light industrial zone alongside the Allegheny River in 2008. Located at 6111 Butler Street at 62nd and Butler, the site was purchased from Tippins Inc. which had used it for storage of steel-making equipment. It was originally the Union Foundry, which ended operations in the late 1970s and the site thereafter deteriorated into a true brownfield. This site was to be developed in conjunction with the City's Allegheny Riverfront Vision Plan to support the future construction of a riverside bike and pedestrian path. All structures were demolished in 2011 and 2012 and environmental concerns were remediated shortly afterwards, partially funded by the State.

In 2010, exclusive negotiations were entered into with the Buncher Company. The designs were for approximately 200,000 square feet of large flex office/distribution and warehouse space. To accommodate this re-use, an access road from a new intersection off of Butler Street was built. Earthwork was also completed to stabilize the slope to Butler Street.

In 2011, property was acquired from the Port Authority for \$100,500 to complete the site assemblage. In 2013, Paragon Foods expressed interest in the site and was awarded a predevelopment grant from the URA, but the project never moved forward. In 2015, approximately five acres along the riverfront were leased long term to Tree Pittsburgh for offices and a tree nursery, both of which have been completed. In 2016, an RFP was issued, but all responses were rejected. A stoplight was added in 2018 to improve access to the site.

Recently, the City of Pittsburgh Department of Finance requested that the remaining approximately 14.2 acres of the 62nd Street property be transferred to the City for relocation of various Department of Public Works facilities. We are now requesting authorization to convey the site to the City of Pittsburgh. The purchase price will be \$1.00 plus costs.

There was no discussion among the Members.

Upon a motion to approve by Ms. Powell, seconded by Mr. Lavelle, and unanimously carried, the following resolution was adopted:

RESOLUTION NO. 235 (2019)

RESOLVED: That the conveyance of Block 120-G, Lot 145 in the 10th Ward, to the City of Pittsburgh, for \$1.00 plus costs is hereby approved, and the Executive Director, Interim Executive Director, Deputy Director, Interim Deputy Director and/or Chief Financial Officer, on behalf of the Authority, is authorized to take any and all actions and execute such documents as are related and proper to effectuate the terms of the conveyance therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

13. Homewood – James T. Givner Project

- a. Proposal and form of contract for the sale of Block 174-J, Lots 96 and 97, in the 13th Ward to Operation Better Block, Inc., or another entity to be formed, for \$1.00 plus costs.

Ms. Walker requested Board approval of the above item.

Mr. Clark presented that authorization is requested to accept a proposal and enter into a disposition contract with Operation Better Block, Inc. ("OBB"), for the sale of a three-story structure (Block 174-J, Lot 97) at 627 North Homewood Avenue and a vacant parcel (Block 174-J, Lot 96) next door at 625 North Homewood Avenue in Homewood for \$1.00 plus costs. The property, which contains a total land area of approximately 5,460 square feet, is owned by the City as Trustee for the Three Taxing Bodies ("3TB") by virtue of Treasurer's Sale for tax delinquency, and the eventual sale to OBB is contingent upon successful completion of the transfer to URA that is now in process.

OBB plans to renovate the building, an abandoned former radio station on the corner of Homewood Avenue and Kelly Street, into two ground-floor commercial spaces and six affordable residential units on the upper floors. The adjoining vacant lot will be used for outdoor seating and/or supportive green space.

The total cost of the proposed redevelopment is estimated at \$1,893,815. Approved MWBE and MWI narratives are on file for the project, and final MWBE and MWI plans will be required prior to closing.

Prior to the sale of this property, the proposed development will again be presented to the URA Board for approval of final working drawings and evidence of financing and for authorization to execute the deed.

Operation Better Block, Inc., is a nonprofit organization with a mailing address of 801 North Homewood Avenue #A, Pittsburgh, PA 15208. Jerome M. Jackson is Executive Director.

Jerome M. Jackson, Executive Director, of Operation Better Block, was present. Mr. Jackson stated that all six units will be rented. He stated that there be a restaurant and a bakery on the first floor.

Upon a motion to approve by Ms. Gainey, seconded by Mr. Lavelle, and unanimously carried, the following resolution was adopted:

RESOLUTION NO.236 (2019)

RESOLVED: That the Redevelopment Proposal submitted by Operation Better Block, Inc for Block 174-J, Lots 96 and 97, in the 13th Ward, and execution of a disposition contract by sale to Operation Better Block, Inc., or another entity to be formed, for \$1.00 plus costs are hereby approved, and the and Executive Director, Interim Executive Director, Deputy Director, Interim Deputy Director and/or Chief Financial Officer, on behalf of the Authority, is hereby authorized to execute said disposition contract and related documents to effectuate said sale therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

14. Larimer – Development Consultant

- a. Agreement with Studio Volcy, LLC for Development Consultant services to project manage the development process from site acquisition through completion of a modular home on two URA-owned parcels located in Larimer, with a contract not to exceed \$35,000.

Ms. Walker requested Board approval of the above item.

Mr. Clark presented that In 2017, a Choice Neighborhood grant of \$20,000 was awarded to a pair of 83-year-old twin sisters, Martha and Mary Rose, for repairs and façade work on their home located at 133 Meadow Street in Larimer. While the contractor was working, their house caught on fire and was damaged beyond repair. The Rose sisters and their extended family asked for assistance from the URA in obtaining two URA-owned parcels across the street, Block 124-N Lots 239 and 240, for development of a modular home.

The URA Housing and Real Estate departments have worked in partnership to assist the Rose sisters in the URA disposition process of the two parcels. Style of home, builder, and sites have been selected; however, zoning approvals and building permits have not been obtained, and there are several aspects of the disposition process and modular build that have become complex for the family. At this juncton, we are seeking authorization to hire an outside consultant to see the project through to completion, as the sisters have been displaced since 2017.

The URA asked that the proposed development consultant assist the future homeowners in the development process through project completion of an installed, fully connected, and livable home within a six (6) month time frame.

Responsibilities include:

- Completion of URA proposal package, including drawings, sources and uses, and proof of financing
- Assistance obtaining city zoning approvals
- Act as liaison between the future owners, the URA, and the builder
- Assistance in process of combining two parcels into one lot
- Assistance in connecting infrastructure with utilities and placing in owners' names
- Assist with coordinating financing and funding sources
- Assist with obtaining building and all other required permits

The URA solicited bids from four community development consultants. Four bids were received and reviewed by the Real Estate and Housing departments. Studio Volcy, LLC, provided the most comprehensive and responsible bid for the work. Authorization is requested to enter into an agreement with Studio Volcy, LLC, as a development consultant.

Studio Volcy, LLC, is an MWBE located at 7711 Waverly Street, Pittsburgh, PA 15221. Alicia Volcy is the owner and founder.

The funding source for this contract will be Larimer project funding sources and/or Leased Land funds.

There was no discussion among the Members.

Upon a motion to approve by Ms. Gainey, seconded by Mr. Lavelle, and unanimously carried, the following resolution was adopted:

RESOLUTION NO.237 (2019)

RESOLVED: That an agreement with Studio Volcy, LLC for development consultant services to project manage the development process from site acquisition through completion of a modular home on two URA-owned parcels located in Larimer, in the amount of \$35,000, payable from Larimer project funding sources and/or Leased Land funds, is hereby approved, and the Executive Director, Interim Executive Director, Deputy Director, Interim Deputy Director and/or Chief Financial Officer, on behalf of the Authority, is hereby authorized to execute an agreement and related documents therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

15. 412 Boulevard of the Allies

- a. Agreement with Weleski Transfer, Inc. for an amount not to exceed \$70,000 for office relocation services.

Ms. Walker requested Board approval of the above item.

Mr. Robert Rubinstein, Special Projects Director presented that on July 1, 2019, the URA released a Request for Proposals (RFP) for office relocation services including project management, moving services, and equipment decommissioning and disposal services. The URA received seven (7) responses to the RFP. The responses were reviewed by members of the URA's moving committee and evaluated based on the following criteria:

- Experience of the Respondent;
- Experience of the Respondent's Proposed Staff;
- Proposed Fee;
- Methodology; and
- Minority and Women Owned Business Enterprise (MWBE) Participation.

Based on these criteria, the review committee recommends Weleski Transfer, Inc. (Weleski).

Weleski's MWBE plan indicates that the project will include approximately 25% MBE and 7% WBE participation through subcontracting opportunities. An approved MWBE narrative and preliminary plan are on file.

The URA is expected to move from 200 Ross Street to 412 Boulevard of the Allies in November 2019. The City of Pittsburgh, Housing Authority of Pittsburgh, and the URA purchased 412 Boulevard of the Allies in September 2018. The new building is a larger, recently renovated facility that will allow the three co-owners to provide enhanced public service - including the major addition of a "one-stop shop" for the City's permitting activities and the Housing Authority's public-facing resident services.

The total cost of the office relocation is not to exceed \$70,000.

Funding Source: ARF and/or General Fund

Weleski Transfer, Inc. is a Pennsylvania Corporation with a mailing address of 140 West 4th Avenue, Tarentum, PA 15084.

There was no discussion among the Members.

Upon a motion to approve by Ms. Hirsh, seconded by Mr. Lavelle, and unanimously carried, the following resolution was adopted:

RESOLUTION NO.238 (2019)

RESOLVED: That an agreement with Weleski Transfer, Inc. for office relocation services to 412 Boulevard of the Allies, in the amount of \$70,000, payable from the Administrative Revolving Fund (ARF) and/or General Fund, is hereby approved, and the Executive Director, Interim Executive Director, Deputy Director, Interim Deputy Director and/or Chief Financial Officer, on behalf of the Authority, is hereby authorized to execute an agreement and related documents therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

16. Neighborhood Business Districts

- a. Issuance of a request for proposals (RFP) for the Pittsburgh Biz Buzz Grant program. Current program budget: \$25,000, Funding Source CDBG 2019

Ms. Walker requested Board approval of the above item.

Mr. Tom Link, Center For Innovation and Entrepreneurship Director presented that in 2012, the URA kicked off a new initiative for our business districts – the Pittsburgh Biz Buzz program (Creating a Buzz About Your Business District). Originally designed to address immediate needs in smaller, non-staffed neighborhood business districts, this program has encouraged grass roots efforts to develop programs, projects or activities that can be accomplished by volunteers, but can have a lasting impact on the health of the commercial core. The goal is to spur neighborhood business district revitalization through short and medium term projects and activities by:

- Bringing newcomers into smaller neighborhood business districts;
- Creating a “buzz” about the business district, through media and word-of-mouth.;
- implementing a unique event, program or activity that follows the 48-48-48 model: What can be accomplished in 48 hours (a weekend), 48 days (roughly a month), and 48 weeks (a year).

Since 2012, several of our business district groups have successfully implemented Biz Buzz funded programs, including Allegheny West, Allentown, Beechview, Brighton Heights, Brookline, Downtown, Garfield, Greenfield, Highland Park, the Hill District, Homewood, Lawrenceville, East Allegheny/Historic Deutschtown, Oakland, Shadyside, South Side, Squirrel Hill, Strip District and Uptown.

These funds will be available to all business districts within the City of Pittsburgh. Business district groups will be invited to apply for grants of up to \$5,000.

The Biz Buzz program will be funded with 2018/2019 Community Development Block Grant funds.

There was no discussion among the Members.

Upon a motion to approve by Ms. Hirsh, seconded by Mr. Lavelle, and unanimously carried, the following resolution was adopted:

RESOLUTION NO. 239 (2019)

RESOLVED: That the issuance of a request for proposals (RFP) for the Pittsburgh Biz Buzz Grant program is hereby approved.

17. Catapult

- a. Agreement with Circles Greater Pittsburgh for an amount not to exceed \$150,000 for the administration and implementation of the Catapult Startup to Storefront program.

Ms. Walker requested Board approval of the above item.

Mr. Link presented that Catapult is a 12-month business incubation program created by the Urban Redevelopment Authority of Pittsburgh, Circles of Greater Pittsburgh, and East Liberty Development, Inc., which aims to support new and growing minority-led businesses in the East End of Pittsburgh. Through educational seminars and one-on-one mentoring consultations, businesses accelerate their growth and achieve sustainable outcomes.

The program completed its first cohort, graduating 12 businesses at the end of 2018. All participants improved their businesses, and several positioned themselves to receive a URA micro enterprise loan. The success of the program led to the opening of a retail incubator storefront, Gallery on Penn, where six of the Catapult businesses are established and selling their goods to customers.

The second East Liberty cohort will start on September 9th. Sixty-seven applications were received for the program. 26 applicants were interviewed and 15 were selected for the cohort.

These funds will be used for the implementation of the East Liberty cohort, as well as the development of an early 2020 cohort in an additional neighborhood. The funding will support rent for the east liberty cohort space (\$45K), technical assistance for program participants (55K), and expansion of the program into an additional neighborhood (\$50K).

This authorization will be funded with 2018/2019 Community Development Block Grant funds.

Tammy Thompson
Executive Director
Circles Greater Pittsburgh

134 S. Highland Ave., 3rd Fl.
Pittsburgh, PA 15206

Tammy Thompson, of Circles Greater Pittsburgh, was present. Ms. Thompson thanked the Authority Staff and Board for their support over the last two years. She stated that individuals are succeeding at endeavors they never thought were possible. She stated that this funding will assist in hiring some capacity solidifying this program. She stated that they just started their second cohort of this program. She stated they have fifteen extremely solid dedicated residents of their community who have some amazing business ideas.

Mr. Gainey stated that this is a point initiative that makes the “forgotten feel they are not forgotten”. He stated that he would like to see this program expand into other neighborhoods.

Upon a motion to approve by Ms. Hirsh, seconded by Mr. Gainey, and unanimously carried, the following resolution was adopted:

RESOLUTION NO.240 (2019)

RESOLVED: That an agreement with Circles Greater Pittsburgh for the administration and implementation of the Catapult Startup to Storefront program, for an amount not to exceed \$150,000, payable from 2018/2019 Community Development Block Grant (CDBG) funds, is hereby approved, and the Executive Director, Interim Executive Director, Deputy Director, Interim Deputy Director and/or Chief Financial Officer, on behalf of the Authority, is hereby authorized to execute an agreement and related documents therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

18. Service Worker Prevailing Wage Policy
 - a. Presentation and approval of Policy

Ms. Walker requested Board approval of the above item.

Ms. Kate Wrenshall, Senior Counsel stated that In 2010, the City of Pittsburgh adopted a Service Worker Prevailing Wage Ordinance, governing payment of wages to certain classifications of workers performing services on certain City contracts and projects. The URA is proposing to adopt its own version of this policy that tailors it to fit the URA’s programming.

Policy Overview

Requires payment of at least “prevailing wages” to Building Service Employees, Food Service Employees, Hotel Employees, and Grocery Employees (as those terms are defined in the City of Pittsburgh Code of Ordinances § 161.38(II)) for recipients of specified classes of funding in excess of \$100,000.00, including:

- Grants;
- Specified loan products;
- Bond financing;
- Infrastructure Improvements; and
- Below-market sale or lease of property.

The policy applies to projects above particular size thresholds (e.g., commercial developments in excess of 100,000 square feet, residential developments of at least 50 units, etc.).

The policy also requires entities with whom the URA contracts in excess of \$50,000.00 per year to pay “prevailing wages.”

Enforcement of the policy is delegated to the Controller for the City of Pittsburgh.

Mr. Williamson stated that the original legislation was passed in 2010. He stated that public dollars and contracts should not be subsidizing employers who pay poverty wages. He stated that with this policy there will be a requirement in place to pay workers enough to live in this City, and employers to pay prevailing wages that are market rate for jobs across the City of Pittsburgh. He stated that this policy is an extension of City law and supported by Governor Wolf. He stated that any developer who obtains RACP funding through the URA will have to comply with the City's Ordinance to pay its employees, at least the same as other workers in the job market.

Upon a motion to approve by Mr. Gainey, seconded by Mr. Lavelle, the following resolution was adopted by those present, except Mr. Williamson, who abstained:

RESOLUTION NO. 241 (2019)

RESOLVED: The Service Worker Prevailing Wage Policy is hereby approved.

19. Recommendations to the Board, Settlement and Release with Lawrence Landy:

Ms. Walker requested Board approval of the above item.

Ms. Wrenshall presented that the Board Members have been fully briefed on the facts relating to an employment action filed by Lawrence Landy. The URA recommends the terms of the

settlement in order to avoid the costs associated with prolonged discussions and the litigation of claims. The terms of the settlement are a \$28,500.00 W-2 payment, a \$28,500.00 1099 payment, and an \$18,000.00 payment to the attorney. These payments are in exchange for the full and final release of all claims known and unknown.

There was no discussion among the Members.

Upon a motion to approve by Ms. Hirsh, seconded by Mr. Gainey, and unanimously carried, the following resolution was adopted:

RESOLUTION NO. 242 (2019)

RESOLVED: That in consideration of a full release of any and all claims, past, current or future, whether arising from statute or common law, in any manner or regard in connection with the employment of Lawrence Landy's employment at the URA, and in consideration of agreements of confidentiality and non-disparagement and with adequate provisions relating to the enforcements, that this Board agree to the following payments: a \$28,500.00 W-2 payment, a \$28,500.00 1099 payment, and an \$18,000.00 payment to the attorney.

20. Recommendations to the Board:

- a. Settlement on outstanding litigation at Case No. GD-18-002091, filed on behalf of Orbital Engineering, Inc. against Midpoint Group of Companies, Inc. ("Midpoint") and the Urban Redevelopment Authority of Pittsburgh ("URA").

Ms. Walker requested Board approval of the above item.

Ms. Wrenshall presented that the Board Members have been fully briefed on the facts relating to the litigation found at GD-18-002091. The URA recommends the terms of the settlement in order to avoid the costs associated with litigation of claims and in order to clear the title owned by the URA – property that is intended to be used by Midpoint Group in the City's Edge Development (sometimes referred to as Lot F). The terms of the settlement are a one-time \$500,000.00 payment to Orbital Engineering, Inc. These payments are in exchange for the dismissal of the litigation and the full and final release of all claims known and unknown.

There was no discussion among the Members.

Upon a motion to approve by Mr. Lavelle, seconded by Ms. Hirsh, and unanimously carried, the following resolution was adopted:

RESOLUTION NO. 243 (2019)

RESOLVED: That in consideration of a full release of any and all claims, past, current or future, whether arising from statute, common law, or contract, in any manner or regard in connection with Orbital Engineering, Inc.'s litigation filed at GD-18-002091, and in consideration of agreements of confidentiality and non-disparagement and with adequate provisions relating to the enforcement of the Settlement Agreement, that this Board agree to a one-time \$500,000.00 payment to Orbital Engineering in order to avoid the unnecessary cost of protracted litigation and to clear the title of property owned by the URA.

AGENDA "B"

The Members reviewed the items on Agenda "B" upon motion made by Mr. Lavelle, seconded by Mr. Gainey, and unanimously carried, the following resolutions were adopted:

1. Littler Mendelson, P.C.
 - a. Amendment of Agreement with Littler Mendelson, P.C, dated September 27, 2017, for employment law services for an increase of \$25,000.00, for a total Agreement amount not to exceed \$125,000.00.

RESOLUTION NO.244 (2019)

RESOLVED: That an amendment of the Agreement with Littler Mendelson, P.C, dated September 27, 2017, for employment law services, for an increase of \$25,000, for a total Agreement amount not to exceed \$125,000, payable from the Administrative Revolving Fund (ARF) is hereby approved, and the Executive Director, Interim Executive Director, Deputy Director, Interim Deputy Director and/or Chief Financial Officer, on behalf of the Authority, is hereby authorized to execute an amendment therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

2. Clark Hill PLC
 - a. Amendment of Agreement with Clark Hill PLC dated December 17, 2018, for the Orbital Engineering, Inc. litigation matter for an increase of \$10,000.00, for a total Agreement amount not to exceed \$25,000.00.

RESOLUTION NO.245 (2019)

RESOLVED: That an amendment of the Agreement with Littler Mendelson, P.C, dated December 17, 2018, for the Orbital Engineering, Inc. litigation matter, for an increase of \$10,000, for a total Agreement amount not to exceed \$25,000, payable from the Administrative Revolving Fund (ARF) is hereby approved, and the Executive Director, Interim Executive Director, Deputy Director, Interim Deputy Director and/or Chief Financial Officer, on behalf of the Authority, is hereby authorized to execute an amendment therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

3. Larimer

- a. Amendment of Resolution No. 6 (2018), which authorized acquisition of publicly-owned property for eventual conveyance to Habitat for Humanity of Greater Pittsburgh, to add Larimer City Bond 2013 to the funding sources.

RESOLUTION NO. 246 (2019)

RESOLVED: That Resolution No. 6 of (2018) is hereby amended, which authorized acquisition of publicly-owned property for eventual conveyance to Habitat for Humanity of Greater Pittsburgh, to add Larimer City Bond 2013 to the funding sources.

There being no further actions to come before the Members, the Meeting was adjourned.


Assistant Secretary

